

DD/A Registry

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

AD/OTE
1026 C of C

DATE 18 NOV 1983

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
EXO/DDA
7D18 - Hqs.

21 NOV 1983

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2.
ADDA

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R

3.
DDA

21 NOV 1983

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4.
EO

22 NOV 1983

12 JAN 1984

R

5.
RegistryFYI and return to me.
Get with you on possible samples to submit.12 Jan 84 - Briefed
OTE representativeon selected topics
for use in her course.

12 JAN 1984 R

DD/A REGISTRY

FILE: 18-4

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83-4944

OTE 83-6313

18 NOV 1983

83-4944

MEMORANDUM FOR: Executive Assistant to the Deputy Director
of Central Intelligence
Executive Assistant to the Executive Director
Executive Officer to the Deputy Director for
Operations
Executive Assistant to the Deputy Director for
Intelligence
Executive Officer to the Deputy Director for
Administration
Executive Officer to the Deputy Director for
Science & Technology

FROM:

Acting Director of Training and Education

25X1

SUBJECT:

CIA Executive Core Course

1. Pursuant to Executive Committee approval last August, the Executive Development Staff, Office of Training and Education, is developing a new Executive Core Course which will be held 13 - 28 February. The participants in this Course will be newly promoted SIS-01 officers not on overseas assignments.

2. We would be very grateful if you would help us develop case study materials on decisionmaking relevant to Agency executives. We plan to have the Course participants discuss these cases in order to enhance their understanding of the executive role and the scope of CIA decisions.

3. Here is what you can do for us:

a. Make a list of 5-10 executive decisions--current or in the recent past--made at the office or top levels of your directorate. There can be a mix of types of decisions: formal decisions in accordance with existing regulations; decisions for which there were no regulations or precedents; informal decisions made at staff meetings; well-documented decisions; etc.

b. For each decision we would like to know who approved the decision (at what level in the hierarchy)? What coordination was required?

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SUBJECT: CIA Executive Core Course

c. What was the risk level--high, medium, or low?

d. How much time was spent (rough estimate of minutes, days, or months) in preparation for this decision? Was it revocable?

e. How was the decision staffed (at what levels of the hierarchy)? Was the decision implemented as planned?

f. Finally, any other comments on the decision which you feel would be of instructional value. (Make note of the approximate date of the decision for possible reference later on.)

4. Some examples of decisions are attached.

5. Identities of individuals involved in these case studies will be held strictly confidential.

6. A member of the Executive Development Staff will call you the first week in January to discuss your list. If you have any comments or questions on this project prior to that, please contact [redacted] Director, Executive Core Course on extension [redacted]

Thank you very much for your cooperation.

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Attachment:
As Stated

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